

EXHIBITORS CONTRACT

NATIONAL AMATEUR CONVENTION, SHERMAN HOTEL, CHICAGO

September 3rd, 4th & 5th, 1938

Pursuant to rules and regulations made and provided for governing exhibits, as per attached, we, the undersigned, hereby contract for exhibit space at this convention. The rental is to be \$50.00 per booth, and the minimum booth size is to be eight feet by ten feet.

In consideration, we hereby tender our check payable to the Chicago Area Radio Club Council for \$_____ in payment for _____ booths, representing payment _____, the balance of \$_____ to be paid on or before August 15th, 1938. The committee reserves the right to cancel any contract where payment in full has not been made by the above date.

It is understood that we shall abide by the conditions, rules, and regulations provided by the management for the governing of this exhibition. The above mentioned rules shall be a part of this contract and are specifically set out in the attached forms.

Signed.....

By..... Title.....

Exhibitors address.....

Your application has been accepted and you have been assigned booth No. _____ as indicated on the floor plan which is being enclosed with this accepted application.

Date.....

Accepted.....

Business Manager

SUGGESTED RULES AND REGULATIONS FOR EXHIBITORS ON TRADE SHOWS AT

HOTEL SHERMAN

- I INSTALLATION OF EXHIBITS -- Booths will be ready for occupancy at 8:00 A.M. on September 2nd.
- II SHOW OPENING -- all exhibits must be completed and ready for display before 9:00 A.M. on September 3rd.
- III SHOW HOURS: Exhibits will be open from 9:00 A.M. to 11:00 P.M. Saturday, September 3rd; 9:00 A.M. to 7:00 P.M. Sunday September 4th and 9:00 A.M. to 2:00 P.M., Monday September 5th.
- IV BOOTHES -- All booths are of area shown on the plan and dimensions are believed to be accurate, but are only warranted to be approximate. Back walls of booths are 7 feet high and dividers 3 feet wide. Displays must not be higher than 7 feet in back of booths and 4 feet along dividers.
- V STANDARD SERVICE AND BOOTH EQUIPMENT -- The Hotel Sherman will furnish service which includes the erecting and dismantling of booths; standard signs 9" high and 54" long and bears two lines of copy -- the exhibitor's firm name, city and state; (when special lettering, additional copy or the reproduction of trade marks is requested, a small charge will be made for the work); one unfinished display table and two straight, gold painted chairs; the transportation of all equipment not classified as machinery to and from the receiving platform; the storage and return of crates; and janitor service. Special booth furniture may be secured at a nominal fee from the Hotel Sherman. Booth backs and dividers are painted in gray.
- VI DECORATING AND SIGNS -- The Hotel Sherman maintains a decorating department and sign shop right in the hotel, with competent men available to care for exhibitors' needs at reasonable prices for high grade work. This department is in charge of Roy F. Wernecke, who has been designated official Decorator for the exposition and will assist exhibitors in harmonizing their exhibits with the general decorative scheme. In fairness to the Hotel and in view of the special service rendered to the Chicago Area Radio Club Council by its decorating department, the management requests that exhibitors do not bring in outside decorators for this kind of work. Orders for signs or requests for a decorator should be placed at the Service Desk. All such work must be done by union decorators.
- VII SPECIAL WORK - Exhibition carpentry work, steam, gas and water connections as well as other special work may be obtained from the Hotel Sherman at reasonable cost to the exhibitor. All orders for such work should be placed at the Service Desk. Such work will be charged according to the amount of time and material used. Common labor is available at the rate of 80 cents per hour. Exhibitors should notify the Hotel in advance when special work is required so that it can be done on straight time.
- VIII LIGHT AND POWER -- While sufficient light is furnished to adequately illuminate all exhibits, extra connections may be secured at the following prices: There will be a flat charge of \$6.70 for the first and \$4.45 for each additional single socket outlet of not over 500-watt capacity. This includes cost of current during the Show. Floodlights, \$10.70 each.
- Electric current is D.C., 110-220 and there is also a limited amount of A.C. 110-volt. The cost of labor and material, outlet box, city inspection service, maintenance and permit for connecting exhibitors' motors is as follows and includes cost of current during Show.
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|----------------------|--------|--------------------|---------|
| 1/4 hp. or less..... | \$6.70 | 2 hp. or less..... | \$13.25 |
| 1/2 hp. or less..... | 8.90 | 5 hp. or less..... | 22.25 |
| 1 hp. or less..... | 11.15 | | |

- IX INSTRUCTIONS FOR SHIPPING -- Exhibition material should be shipped in advance so it may be set in the booth September 1st. Mark shipments as follows:

Your Firm Name
 Your Booth Number
 Name of Show
 Hotel Sherman, Chicago, Ill.

All shipments should be sent prepaid and be made to reach Chicago not later than August 31st. Send copy of bill of lading or express receipt to R. D. Culver, Exposition Manager, Hotel Sherman. Freight shipments should be sent c/o The Short-Ryan Contracting Co., 1841 W. Lake St. Chicago, who will transfer merchandise freight from depot to Hotel at a cost of 20¢ per cwt., minimum \$1.25

- X NO NAILS, screws or bracing wires may be used in erecting displays without the consent of the Exposition Manager of the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

- XI MISCELLANEOUS -- Telephone, page, messenger and vault service is available.

- XII REMOVAL OF EXHIBITS -- Exhibits must not be disturbed, dismantled, or removed before 2:00 P.M. on September 5th. All exhibit material must be removed from Hotel Sherman by 10:00 A.M. on September 6th. Material left after this will be stored at the exhibitor's expense.

- XIII LIABILITY -- Neither the Chicago Area Radio Club Council, the officers thereof, those managing the Show on their behalf, the owners of the building, or their employees will be responsible for any loss or damage that may arise to an exhibitor, his employees, and/or his goods, either while in transit to or from the building or while in the building, from any cause whatsoever.

IMPORTANT NOTICE

In order to avoid violations of the Chicago Electrical Code, all exhibitors are advised in advance of the show that in preparing their exhibits special attention should be given to the following sections of the Chicago Electrical Code:

Subsection No. 41 -- Exhibition Buildings:

No. 4101. General -a- All wires and electrical apparatus installed in buildings or parts of buildings used for the purpose of exposition or exhibition, and which do not contain seats for the general public, shall conform to the general rules and requirements of this code and in addition thereto shall comply with the special requirements herein given.

No. 4102. Wiring -a- All permanent wiring, whether exposed or concealed, except such as is required for pendant lights or for portable connections, shall be installed in standard conduit, armored cable or metal raceways.

-b- Flexible cord for pendant lights or for portable connections shall be standard portable cord or standard stage cable.

BE SURE TO NOTIFY YOUR DECORATING CONTRACTOR, SHOULD YOU EMPLOY ONE.